

**CHATTANOOGA–HAMILTON COUNTY BICENTENNIAL LIBRARY
1001 BROAD STREET
CHATTANOOGA, TENNESSEE**

MINUTES

BOARD MEETING – APRIL 19, 2011

4:00 P.M.

The Board of Directors of the Chattanooga–Hamilton County Bicentennial Library met on April 19, 2011, at 4:00 p.m., in the Board Room with Mr. David Turner presiding.

The following members were present: Herb Cohn
Andy Derryberry
Tom Griscom
Mai Bell Hurley
Doris Kelly
Chrystal Partridge
Rickie Pierce
David Turner

Also present were Eva Johnston, interim director; Eileen Johnson, fiscal coordinator; Andria Davis, community relations coordinator; and May Langmann, administrative assistant.

APPROVAL OF THE MINUTES OF THE MARCH 15, 2011, BOARD MEETING:

Mrs. Rickie Pierce moved that the minutes of the March 15, 2011, meeting be approved, Mr. Herb Cohn seconded the motion and it was unanimously approved and carried.

TREASURER'S REPORT:

Mrs. Eileen Johnson gave the report in Ms. Mary Lou Drazich's absence. Mrs. Johnson proceeded to review the March financial statement.

Income:

Because we received the County's March appropriation in February, this month's report does not show any income from the County. Year-to-Date, County receipts exceed those from the City because we have not yet received the City's appropriation for the elevator and roof repairs.

Expenses:

We have paid our usual OPEB expenses. In Other Contract Services, the total of \$11,852.28 is broken down in the following manner: \$3,299.00 for our (annual? One-time payment?) Syndetics Solutions subscription, software that enhances our online catalog; \$3,084.00 for our Smart filter, \$2,106.00 for Security Guard services; \$1,369.00 for alarm monitoring; and \$1,534.00 for the maintenance contract on our Detection System.

Under Elevators, we spent a total of \$5,373.76. Engineering consultants Campbell and Associates Inc., was paid \$4,112.00 for their services related to elevator and dumbwaiter repairs.

Under Building and Grounds Maintenance, large expenses total \$23,280.95. \$19,179.00 was spent on repairs to the roof over the Children's Department, and \$2,792.00 spent to purchase a new front door for the Northgate library.

On-Demand:

The library had receipts of \$3,390.00 for the month. Purchases of new On-Demand items totaled \$3,701.45, leaving a net income of \$6,310.39.

Mr. Tom Griscom asked if anyone from the Board has met with the mayors about the sales tax agreement. Mr. Turner said yes, he has had multiple meetings. A brief discussion followed regarding Mr. Turner's conversations with the mayors about the sales tax agreement as well as about potential library board members.

FRIENDS' REPORT:

Since no one from the Friends' Council was present, Mr. Turner asked Mr. Herb Cohn to give a brief report.

Mr. Cohn said the book sale was very successful. The Friends added a couple of days to the Eastgate Town Center sale and made approximately \$21,000 gross. It is still a couple of thousand dollars less than what they used to make at Northgate Mall; but, it is being held in a different end of town and the Eastgate Town Center people are very gracious about hosting the Friends. He was disappointed that only four board members participated in helping the Friends and hopes that more will help in the future.

Mr. Cohn reported that Mr. Tom Adkins is the new chair of the Friends' Executive Council. Mr. Adkins has been chair of the book sale committee for many years.

Replying to a question from Mr. Turner about the Friends' budget, Mr. Cohn said that this year the Friends allocated \$1,000.00 in discretionary funds for each of the 4 branches.

DIRECTOR'S REPORT:

Mrs. Johnston reported that the new automation system is working well; library staff continue to learn new things everyday. She is able to run reports that she was never able to create with the old automation system. She hopes the reports prove to be as accurate as currently indicated and are something she can use when measuring library system performance.

She talked with Rodney Swann of Chattanooga Elevator. The "controllers" have been ordered and should be shipped the last week in April. They have talked with the elevator inspector who has agreed that once they get the left-hand elevator operational, we can then shut down the right-hand elevator for its upgrade.

Mrs. Johnston explained that we have online databases that expire at the end of June and we do not have enough money to renew them all. She has successfully negotiated with several vendors to lower their prices. She said the hardest decision is which of these services are most important to our patrons and what is the impact on the public if we can't afford them. She consulted with the staff to see which of the databases we can afford to let go without sacrificing services. She will make her recommendations to the Board at next month's meeting.

Mrs. Johnston described a situation concerning new computers for the library staff to be purchased with State Technology grant funds. The State's website lists only HP specifications for grant computers because HP won the State contract. Our network manager wants to purchase Dell computers with these funds. HP computers with the State's specifications are \$745.00 each. To compare prices, Mrs. Johnston asked for a quote from Dell, giving them identical computer specifications. She was given the price of \$1,046.00 per computer. She explained to a Dell sales associate that because of the \$300 price difference, we would have to purchase HP computers; no matter how much our network manager wanted Dells. After some

negotiations, Dell dropped its price to \$755.00. She thinks we got the best price as possible for these computers and will purchase the Dell computers. They will have Windows 7 operating systems, which is what we need to run Polaris with maximum efficiency. She stated that we have the funds in the Free Public Library funds for our portion of the matching grant funds as well as the additional computers needed to replace the rest of the old staff computers. There is approximately \$160,000.00 remaining in that fund.

A vote is needed to approve the purchase using \$37,472.00 from the Free Public Library fund and the balance of \$6,800.00 would come from the Technology Grant. Mr. Tom Griscom moved that the Board approve the purchase. Mr. Herb Cohn seconded the motion and it was unanimously approved and carried.

Mrs. Mai Bell Hurley asked if there are any other designated uses for the \$160,000 Free Public Library funds. Mrs. Johnston said we need new printers and she has been negotiating a purchase price. All our printers for public use are about 14 years old and, specially during tax season, patrons are waiting in line to get documents printed. She also wants to purchase touch screen computer monitors that will allow patrons to access Envisionware, the print management system currently controlled by staff. Patrons would then be able to reserve a computer, order and pay for their print jobs without staff assistance. Mrs. Johnston is negotiating prices for this purchase.

Another item under consideration is self-service printer coin boxes. Patrons can put in their dime, release their print job, and do it without staff assistance. Because they are constantly going to the desk now, coin boxes will really help the staff.

Mrs. Hurley asked if we still have \$1 million in reserve funds. Both Mrs. Johnston and Mrs. Johnson said yes. Mrs. Johnson said we have about \$1,079,000.00. She thinks that if we have to go into reserves this budget year, we will safely stay above \$1 million.

OTHER MATTERS:

Mr. Turner announced to the Board that on May 3, Mrs. Hurley will be recognized as a Tennessee Woman of Distinction. Mrs. Hurley reminded the Board that Mrs. Rickie Pierce received the honor last year. The Board congratulated Mrs. Hurley and she thanked everyone.

There were no other comments or discussions. Mr. Turner adjourned the meeting at approximately 4:25 p.m.

David Turner
Chair